

~~DRAFT~~ 6 May 1964

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SUPPORT OFFICERS' MEETING
29 May 1964
DD/S Conference Room

1. Those present:

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2. announced that had recently returned from the Support Officers' Conference held in on 20-21 April and had agreed to brief the meeting on the more important aspects of the Conference.

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covered the following points:

a. It was agreed that there exists a need for a uniform policy covering rights and benefits of locally-hired contract employees to replace the various policies under which different areas are now operating. While it was reported that a DD/P policy was in the making, the DD/S expressed the opinion that an Agency-wide policy was called for.

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b. The proposal for putting Washington travel on a commuted basis as a trial was discussed and met with enthusiasm. The DD/S stated it should be given a try.

c. The DD/S mentioned the Housing Report and said a summary should be sent to the Field. (SSA-DD/S is drafting.)

25 YEAR RE-REVIEW

d. There is a need for a uniform policy on furniture and furnishings for overseas quarters. said he had been assured by Logistics that their proposals would be sent to DD/S

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Excluded from automatic
downgrading and
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by 30 April. Reportedly, Logistics favors continuation of the procedure under which stoves and refrigerators are supplied where needed.)

e. Dissatisfaction with the Standardized Allowance System for housing was generally expressed at the Conference. ([redacted] 25X1 announced he is establishing direct liaison with State on this very problem, with the first meeting scheduled for 1 May.)

f. The prohibition against procuring transportation through travel agents has proved to be a hardship in some areas, and in some cases appears to work contrary to the efforts to curb the gold flow. [redacted] is the immediate case in point.

g. On the question of how to make the transportation allowance concept more attractive, it was generally agreed that we should not "nit pick" and should be fairly liberal in setting the allowance.

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k. The Agency's responsibility in keeping the Credit Union informed on sales of cars for which loans have been made was discussed. [Redacted] pointed out that this had been discussed previously and has been clarified in a book dispatch now being sent out.)

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l. An EE recommendation for simplifying certain of the FPA procedures has been welcomed : [Redacted] and may receive wider application.

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m. In a discussion of retirement problems relating to long term contract employees, it was brought out that [Redacted] has certain assets which may prove to be of service in developing appropriate plans for these people.

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2. [Redacted] reported the following:

a. We have advised the Medical Staff that Field Chiefs of Support have requested that Stations be given advance notice of medical officers transiting their areas in case they have problems for them. Division Support Chiefs may wish to monitor this.

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b. The Housing Study has been completed and approved by DD/S and ADDP. Copies of the report are being distributed to all Divisions. [Redacted] then outlined the four recommendations made in the report.

c. Colonel White sent in a message indicating his surprise that a particular Station had not received guidance that people returning from home leave become subject to the new housing policies upon their return. Apparently this lack is limited to one Area Division. This policy was a subject of a May 1963 memorandum approved by Colonel White and distributed at a June 1963 Support Chiefs' Meeting.

d. The Travel Regulation Amendment which restricts first class air accommodations to medical cases and cases of official necessity has been circulated and is now ready for authentication. At the request of the DD/P, the effective date was changed from 1 July 1964 to 1 June. It is hoped that it will be in the pouch by mid-May.

3. The following items were reported from the Senior Staff Meeting:

a. There has been a sharp increase in security violations over the past four years. The record is:

1960 -	[Redacted]
1961 -	[Redacted]
1962 -	[Redacted]
1963 -	[Redacted]

Supervisors are requested to insure that all personnel are properly briefed and that each office has an effective security check system.

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b. [Redacted] of the DD/I has received the William A. Jump Award which is awarded annually to the outstanding Administrative Officer in Government who is under 36. He is the first Agency officer to win this Award.

c. Mr. Helms has requested senior DD/P participation in the Senior Management Seminar to be held at [redacted] on 17 through 22 May.

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d. DD/P stated that a recent article in the newspaper accurately identifies the increasing problems we will face in our operations due to the current thaw at the Summit.

e. Mr. Helms advised that Mr. Bross has received an advance copy of a book, "The Invisible Government", which is due out next month and which gives the Agency a hard time.

f. There is serious consideration being given to establishing a physical fitness room in the basement.

g. The DD/P has requested that he or the ADDP be kept informed of requirements placed on the Divisions or Staffs by the DCI, the DDCI or the Executive Director.

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4. [redacted] announced that the administrative side of the Medical Staff has been reorganized and the following appointments made:

[redacted]

- Executive Officer
- Registrar
- Special Assistant to Chief, Clinical Services
- Chief, Support

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